TERMS OF REFERENCE

Analysis, Mapping and Feasibility Studies:

National Digital Ecosystem for Post-School Education and Training

BACKGROUND

JET Education Services (JET), in conjunction with the merSETA, have initiated a project that seeks to address the development of an integrated National Digital Ecosystem which is interoperable and can be used for effective skills planning and provisioning. These terms of reference call for a service provider to carry out the analyses and mapping exercises required in the setting up phase of the project (January to May 2019).

The purpose of the overall project is to establish an integrated digital ecosystem that will strengthen, integrate, coordinate and improve efficiencies in the governance and management of the PSET Ecosystem. The main objective of the project is to ensure that data sets are interoperable, well synchronized and used effectively as sources of information for planning and improving efficiency in the post school education and training system.

The project is divided into the following FOUR phases over a three-year period:

Setting Up phase	5 months (January to May 2019)
Ramp Up phase	7 months (June to December 2019)
Steady state	30 months (January 2020 to June 2022)
Handover phase	6 months (July 2022 to December 2022)
Duration of the project	Four years (2019– 2022)

JET and merSETA hold the view that digital solutions and ecosystems should be built only after understanding the interaction that needs to be facilitated for the participants on the system concerned. In addition, it is extremely important to ensure that building such an integrated interoperable national data system is both viable and feasible.

SCOPE OF WORK

This terms of reference calls for a focus on the following **three key deliverables** in the setting up phase of the project, namely:

A. Conducting a situational analysis
B. Mapping data systems and stakeholders
C. Conducting a feasibility analysis

Service providers are requested to submit proposal(s) indicating how these deliverables will be met. The purpose of each of the deliverables is outlined below with clear milestones to be achieved within specific timeframes.

A. Situational Analysis

A situational analysis, involving a stakeholder and systems discovery and analysis, is necessary to identify what data systems currently exist in the post school education and training sector, which stakeholders in the system provide and/or utilise data, and what factors affect these data systems and stakeholders.

Purpose

The situational analysis is intended to provide the project team with a clear idea of the internal and external factors that affect current data systems that are in use by various stakeholders in the Post School Education and Training System. It will also shed light on what the features of these systems are.

Objectives

- Identify stakeholders within the PSET sector
- Identify, describe and assess the current data systems of stakeholders
- Gain insights into the current stakeholders and data systems through interviews with, and observations of, stakeholders
- Define the Problem Statement(s) for all stakeholders

Deliverables
- Evidence of stakeholder interview data (recordings and insights)
- Jobs, Pains and Gains Understood and Prioritised
- Stakeholder insights
- Stakeholder journey maps
- System capabilities described

Outcome
A situational analysis report which includes all legal and policy implications and features of existing systems.

Estimated consultancy days
40 days at an average daily rate of R7,500

Estimated completion date
28 February 2019

B. Mapping of Systems and Stakeholders

Purpose
The systems and stakeholder mapping exercise is intended to provide a matrix of all stakeholders according to their current systems as well as their anticipated level of engagement with the PSET Digital Ecosystem project. It will involve developing value propositions for all stakeholders. Stakeholders will be analysed in accordance with the following:
- Their level of interest in the project
- Their level of influence
- Their potential contribution to the success of the project

- The potential value of the project for them
- The risk of not involving them

The exercise will also provide in-depth information on system capabilities.

Objectives
- Carry out a stakeholder mapping exercise
- Overlay the data systems currently in use against the stakeholder map
- Identify possible system gaps

Deliverables
- A stakeholder map
- Report identifying stakeholder expectations
- Detailed Value Proposition(s)
- Report outlining system capabilities and identifying system gaps

Outcome
A detailed stakeholder and data system analysis report with a visual presentation.

Estimated consultancy days
35 days at an average daily rate of R7,500

Estimated completion date:
30 March 2019

C. Conducting a feasibility analysis

Purpose
The purpose of the feasibility analysis is to determine the viability of the idea of having an interoperable and integrated PSET Digital Ecosystem. The analysis must indicate if the project is legally and technically feasible as well as economically justifiable. It must clearly indicate whether the project is doable and worth the investment.

Objectives

- Identify variables that need to be assessed in order to assess the legal and technical feasibility of the initiative
- Conduct an assessment of the feasibility of the initiative (including options analysis, risks, mitigations, cost-benefits etc.)
- Measure the ability & capability to complete the project
- Estimate the cost of completing the project

Deliverables

Formally documented output of feasibility study that summarizes results of the analysis and evaluations conducted to review the proposed solution and investigate project alternatives for the purpose of identifying if the project is really feasible and cost-effective. The report must indicate technical feasibility and cost-effectiveness. This aspect of work must take into account all the information gathered from the previous two aspects of the project. That is, it must highlight the:

- Project Analysis in terms of project efficiency and budgeted costs.
- Risk Mitigation with contingency planning and a risk strategy developed.
- A report on identifying possible staffing training.

Outcome

A detailed feasibility report

Estimated consultancy days

50 days at an average daily rate of R7,500

Estimated completion date

31 March 2019

SERVICE PROVIDER REQUIREMENTS

The service provider must have the following:

- A proven track record of the necessary knowledge and experience for this project
- A deep understanding and knowledge of the stakeholders operating within the PSET sector
- The capacity to deliver on the key milestones identified with a relevant project team
- Knowledge and experience of user-centered design thinking and lean innovation approach
- Ability to test various levels of fidelity of prototypes

The service provider must submit the following:
- A project plan with milestone outputs and review dates indicating the approach and methodology to be used in achieving the project deliverables
- The approach must indicate how the theory of change is integrated into the project using the following integral components:
  - Identifying long-term goals
  - Backwards mapping and connecting the preconditions or requirements necessary to achieve the goal and explaining why these preconditions are necessary and sufficient.
  - Identifying your basic assumptions about the context.
  - Identifying the interventions that your initiative will perform to create your desired change.
  - Developing indicators to measure your outcomes to assess the performance of your initiative.
  - Writing a narrative to explain the logic of your initiative.

  The change process over the four-year period is indicated in Annexure A and must be used as reference.

- Detailed CVs of the project team for this project – a multilevel team approach is preferred to a single consultant
- Three references of experience for similar projects undertaken
- Detailed cost breakdown for the project, including VAT
- NOTE: service providers may submit proposals for one or more of the three deliverables outlined in this TOR

Evaluation criteria

Criteria	Weight
Capacity	10%
Mentoring and use of interns	5%
Previous experience	15%
References	10%
BBBEE	10%
Price	10%
Proposal and Methodology	40%
Total	**100%**

Important dates

- Deadline for clarification questions: 30 November 2018
- Deadline for submission of proposals: 10 December 2018
- Final completion date: 31 March 2019

Contact details

All queries should be directed to Dr Rooksana Rajab and must be submitted via email to rooksana@jet.org.za. Responses will be provided via email.

Proposals should be submitted to tenders@jet.org.za. Technical and financial proposals may be combined.

ANNEXURE A